

QUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO. 55

PAGE NO. 1

Hall of Records Commission

1. Requesting Agency

EMPLOYEES' RETIREMENT SYSTEM

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A [] Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B [X] Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C [] Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

PAYROLLS

Copies of payrolls are submitted to the Employees' Retirement System by any agency participating in the State's retirement plan.

The disposal of payrolls submitted by the various State Departments, Boards, Commissions, etc., with the exception of the State Roads Commission and the University of Maryland, has already been provided for under the provisions of General Records Retention Schedule No. G-1, approved by the Board of Public Works on January 11, 1954.

This schedule includes all payrolls listed below and which are not included in the general schedule mentioned above:

- Washington Suburban Sanitary Commission
Mayor and Council of Berlin
Mayor and Council of Salisbury
Mayor and Council of Brunswick
Mayor and Commissioners of Cambridge
The Board of County Commissioners of Dorchester County
The City of Hagerstown
The Mayor and Common Council of Hyattsville
Maryland-National Capital Park and Planning Commission
Anne Arundel County Sanitary Commission
The Board of County Commissioners of Harford County
The Montgomery County Council
City of Takoma Park
The Board of County Commissioners of Washington County
City of Greenbelt
The Board of Education of Anne Arundel County
The Board of County Commissioners of Anne Arundel County
Mayor and Common Council of Mount Ranier
The Board of County Commissioners of Carroll County

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

[Signature] Signature

Director Title

May 7, 1954 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

May 7, 1954 Date

[Signature] Archivist

MAY 10 1954 Date

[Signature] Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Montgomery County Department of Liquor Control Washington County Free Library The Board of County Commissioners of Allegany County The Board of Education of Allegany County The Board of Education of Harford County The Board of Education of Carroll County Mayor and City Council of Cumberland The Board of County Commissioners of Prince George's County The Board of Education of Prince George's County Mayor and Aldermen of the City of Annapolis Worcester County Liquor Control Board The Board of County Commissioners of Garrett County Bethesda Fire Department, Inc. The Board of Education of Garrett County Allegany County Board of License Commissioners The Board of Education of Washington County Mayor and Council of Rockville Takoma Park Maryland Library Association Chevy Chase Fire Department, Inc. The Board of County Commissioners of Cecil County Wicomico County Roads Board University of Maryland State Roads Commission</p> <p>Information on the payrolls indicates the agency, date, employee's name, salary and contribution. This information is posted to the employee's Annuity Savings Account Card each pay period. After this information is posted to the card, there is no further reference to the payroll except for audit purposes.</p> <p>The payrolls vary in size; the counties and courts use a standard unnumbered form (8½" x 13"), Washington Suburban Sanitary Commission uses IBM tabulation sheets and the State Roads Commission uses a 16" x 24" page. They are filed by year and alphabetically therein. Payrolls of these agencies occupy 30 drawers (45 cubic feet) for the years 1947 to date. The present annual accumulation is 4 drawers (6 cubic feet).</p> <p>The recommendation below applies only to the copy of the payrolls filed with the Employees' Retirement System. (Provision for retaining permanently the data contained on the payrolls of the above listed agencies will be made in the retention schedules prepared for the individual agencies.)</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	

APPROVED BY
BOARD OF PUBLIC WORKS
Date... MAY 10 1954.

J. McInnes
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Secretary